

[Your Name]

[Your Position]

Dx Engineering

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Annual Review of Our Partnership

I hope this letter finds you well. As we reflect on the past year, we would like to take this opportunity to review our collaboration and discuss the successes and challenges we have encountered together.

1. **\*\*Achievements\*\***

- [Highlight specific successes or milestones achieved in the past year]
- [Discuss any projects completed and their impact on the partnership]

2. **\*\*Challenges\*\***

- [Identify any challenges faced during the year]
- [Discuss how these challenges were addressed or are being addressed]

3. **\*\*Goals for Next Year\*\***

- [Outline the key objectives for the upcoming year]
- [Suggest areas for improvement and growth in our partnership]

4. **\*\*Feedback\*\***

- [Invite the recipient to share their thoughts on the partnership]
- [Propose a meeting to discuss the review in detail]

We appreciate your continued support and collaboration. Your feedback is invaluable as we strive to enhance our partnership.

Thank you for your attention, and we look forward to hearing from you soon.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

Dx Engineering

[Your Contact Information]